



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

August 11, 2023

MR. JEROME DELA FUENTE

General Manager
Limketkai Luxe Hotel
Limketkai Drive, Cagayan De Oro,
Misamis Oriental


Dear **Mr. Dela Fuente**:

We are pleased to inform you that the project "***Lease of Venue for the PH-OGP Consultation/Workshops/Meetings (Mindanao)***" is hereby awarded to Limketkai Luxe Hotel in the amount of **Two Hundred Thirty-Four Thousand and Four Hundred Pesos (P234,400.00) only**.

Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee through the Fiscal Planning and Reforms Bureau finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you very much.

Very truly yours,


MARY JOY O. DE LEON
Acting Director IV
Fiscal Planning and Reforms Bureau
Department of Budget and Management



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

August 11, 2023


MR. JEROME DELA FUENTE

General Manager
Limketkai Luxe Hotel
Limketkai Drive, Cagayan De Oro,
Misamis Oriental

Dear **Mr. Dela Fuente:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for PH-OGP Consultation/Workshops/Meetings (Mindanao)*", shall commence upon receipt of this Notice to Proceed.

Very truly yours,


MARY JOY O. DE LEON
Acting Director IV, FPRB

I acknowledge the receipt and acceptance of this Notice on: August 11, 2023

Name of Consultant and/or Representative: Ms. Nina Mendoza

Authorized Signature: 



**CONTRACT OF AGREEMENT
DEPARTMENT OF BUDGET AND MANAGEMENT
AUGUST 31, 2023**

August 1, 2023

Ms. Mary Joy C. De Leon
Director
Department of Budget and Management
Fiscal Planning and Reforms Bureau
General Solano Street,
San Miguel Manila
+63 920 943 0435
knagales@dbm.gov.ph

Dear Ms. De Leon,

Warm Greetings from Limketkai Luxe Hotel!

We would like to take this opportunity to thank you for confirming your reservation with us. Please find enclosed contract and its details for your review.

I. ROOM REQUIREMENT:

2023		NO. OF ROOMS	ROOM TYPE	GOVERNMENT RATE
FROM	TO			
August 30	September 01	8	Deluxe Twin	Php 4,500.00

Inclusions:

- Complimentary Buffet Breakfast
- Complimentary use of Swimming Pool and Fitness Gym

Additional Information:

- Rates are quoted in Philippine Peso, per room per night.
- Please note that our check-in time is 14:00 pm and check out time is at 12:00 nn.
- Upon check-in, a refundable deposit for incidentals of **Php 2,000.00nett/room/night** will be required unless guaranteed by the company. Waive deposit incidentals.

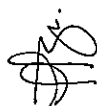
II. BANQUET & EVENTS REQUIREMENT

DATE	TIME	VENUE	PURPOSE	MEAL	SET-UP	ATTENDEES
August 30, 2023	5pm-9pm	Jade	Dinner	Plated Dinner	Boardroom	16
August 31, 2023	8am-5pm	Emerald 1	Workshop	Am Snack Lunch Pm Snack	Round Table	80
August 31, 2023	5pm-9pm	Jade	Dinner	Plated Dinner	Boardroom	16

- *Menus for last minutes events received latest 5 days prior the event date will be at chef discretion*

Inclusions:

- Free use of the venue for eight (8) hours
- Complimentary Coffee and Water station.
- Basic sound system with two (2) wired microphones
- Basic venue set-up
- Complimentary use of 1 LCD screen and projector for conference room
- Assigned service associates
- Free WIFI internet access up to 20 mbps only





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Food & Beverage Details:

Date & Time - Venue: August 30, 2023| 05:00pm-05:00pm – Jade
Meal Type – Set-up & Serving Type: Plated Dinner
Food Menu:

Date & Time - Venue: August 31, 2023| 08:00am-05:00pm – Emerald 1
Meal Type – Set-up & Serving Type: Am Snack, Managed Buffet Lunch, Pm: Snack
Food Menu:

Date & Time - Venue: August 31, 2023| 05:00pm-05:00pm – Jade
Meal Type – Set-up & Serving Type: Plated Dinner
Food Menu:

Venue Details: (lay-outs and remarks)

Boardroom good for 16 pax
Round Table good for 80 pax
Registration table
Linen:

Conference & Events Add-ons:

- Excess use of venue per hour is at Php 5,000.00nett.
- LCD Projector rental at P5,000.00nett per item for 8 hours, in excess at P1,500.00nett.
- Flowing Coffee & Tea station at P4, 000.00nett for 4 hours.

III. PRICING SUMMARY

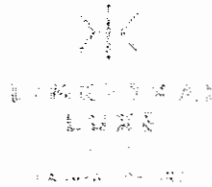
DATE	NUMBER	DETAILS	NETT RATE (Php)	TOTAL (Php nett)
August 30- September 1, 2023	8	Deluxe Twin (2nights)	4,500.00	72,000.00
August 30, 2023	16	Plated Dinner	950.00	15,200.00
August 31, 2023	80	Whole Day Meeting Package	1,650.00	132,000.00
August 31, 2023	16	Plated Dinner	950.00	15,200.00
GRAND TOTAL			PHP 234,400.00	

Terms & Conditions:

- The minimum number for:
 - ✓ Banquet & Events – 16-80 persons
 - ✓ Room – 8 Deluxe Twin
- The price is in PHP (Philippine Peso) & inclusive of VAT & local tax.
- Please note that government taxes are subject to change without prior notice.
- Hotel reserves the right to amend the rates should the quantity decrease or increase.
- Rates are applicable for the above-mentioned group/dates only.
- Above rates are non-commissionable.
- Children's Buffet Meal Policy:
 - ✓ 12 years old above will be full charged.
 - ✓ 6 – 11 years old will be 50% discounted rate.
 - ✓ 5 years old below will be free of charged.

IV. REDUCTION AND ARRANGEMENTS

Room Accommodation:



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AUGUST 31, 2023**

- The hotel should receive the group rooming list at least 14 days prior to the arrival of the group.
- On receipt of the rooming list, rooms not utilized will be returned to the general availability of the hotel.
- The rooming list must state guests' names and room category required according to this agreement.
- All changes and cancellations can be made verbally and then confirmed in writing.
- All no shows will be charged 100% for the entire stay.
- Between 180 and 60 days before the arrival date, 35% of the original number of rooms contracted per day may be cancelled without incurring any fees. All cancellations above this number will be charged at 50% of the contracted rate.
- Between 59 and 8 days before the arrival date, 15% of the original number of rooms contracted per day may be cancelled without incurring any fees. All cancellations above this number will be charged at 80% of the contracted rate.
- All rooms cancelled 7 days or less before the arrival date will be charged at the cancellation fee of 100%.

Banquet & Events:

Limketkai Luxe Hotel has to be notified of any alteration to the anticipated number of persons attending the function at least 2 working days prior to the start of the event. The client agrees to pay charges for the following whichever shall be greater:

- The minimum guarantee as stipulated in the signed contract
- The exact number of people notified as attending the event in accordance with above
- The actual and counted number of participants.
- **Outsource catering or brought-in food & beverage are strictly not allowed in the hotel.**
- A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance.
- In the event that the number of persons increases beyond the 10% buffer on the day of the event, the hotel shall accommodate the meal requirements base on Chef Discretion and food availability.
- Note that a minimum guarantee per day is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.
- In the event that a client will bring in food items into the hotel or bring out food items left-over from a function, the client shall sign a disclaimer form and comply with all legal requirements relating to food safety as well as indemnify the hotel from and against all claims and damages resulting to the consumption of the food.
- An energy fee of **Php 500/unit/day** shall be charged for every unit brought and plugged-in
- Hotel reserves the right to transfer the client to another available venue should the original venue becomes unavailable due to any emergency, maintenance work and other related servicing work. The Hotel will give sample notice and must see to it that the Client is comfortably settled and approves the alternative venue.
- Food leftover (*buffet, a la carte or plated*) right after the event it will be on consideration if it is allowed base on the list of food items for take-out. The client must sign a waiver form to agree on the said arrangement. Hotel will charge the client for the packaging container depending on the size.

STRICTLY FOOD NOT ALLOWED BEING TAKEN-OUT;

1. Soup, Noodle, Pasta, Rice Dishes
2. Dishes with creams or with coconut milk (gata)
3. Potato dishes
4. Mixed salads or appetizer
5. Dishes with tomatoes



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- 6. Dessert that needs refrigeration
- 7. Beverages

V. PAYMENT & CANCELLATION

Unless credit facility is established a purchase order or letter of authority is required with the hotel the following deposit payments will apply;

SEND BILL:

- Full payment must be received within 30 days after the receipt of the complete and correct Statement of Account.

NOTE:

- For all unpaid balances which are not cleared within the abovementioned days, 3% interest per month will be applied and succeeding reservations will be processed on cash basis, or credit line will be suspended.
- The Hotel is now implementing a "No Cash Refund Policy". Any excess payments from the event will be converted into Gift Certificate(s) in denomination (1000, 2000, 5000 and 10000) preferred by the customer which can be used as payment for future room accommodation, event room, and food and beverage.
- No cancellation or changes made upon signing of contract.

INCIDENTAL CHARGES:

- Personal incidental bills (i.e. Restaurant, minibar, telephone calls, laundry, internet, etc.) will be charged to individual bills and settle the account in full through credit card, cash or other accepted payment methods upon check-out, unless Company will guarantee with authorization (credit card, LOA or Guarantee letter).
- Mode of payment; cash, credit cards, company check (5 days clearing), or bank deposit.
- All losses in and damages in guestroom/s shall be shouldered by the delegate.
- All keycards released must be surrendered upon check-out, otherwise will be charged at Php500.00 to be collected upon check-out.

BANK ACCOUNT INFORMATION

Bank Name : LIMKETKAI HOTEL & RESORT CORP.
Account Name : SECURITY BANK
Account Number : 0000 0000 17 023
Swift Code : SETCPHMM
Address : Velez, Cagayan de Oro City

- Checks payable to LIMKETKAI HOTEL & RESORT CORP.
- A scanned copy of the transaction slip should be sent through email so that the Hotel can check if the amount has been credited to our account. Note that it takes 7 working days for the amount to be credited when wired from an international source. Please ensure deposits and full payment made are within the allowable time frame prior the arrival or departure of the guests from the Hotel, whichever is applicable.
- 100% Cancellation fee will apply if cancelled within 7 days prior to the group's arrival.
- CURRENCY - If payment is made in any currency other than that used by the hotel, client is responsible for any fluctuation in the currency exchange. The hotel shall be paid in full amount in the currency as charged.

VI. GENERAL TERMS & CONDITION

CONDUCT OF EVENTS:

- The client is requested to fill-up Ingress-Egress form for proper accountability of items or equipment to be brought-in the hotel.
- The client and his guests will conduct the event in an orderly manner without causing nuisance and in full compliance with the directives and requirements of the Hotel and is bound to obey the Laws and regulations of the Government of Republic of the Philippines.
- The client is not allowed to erect any exhibitions, stands or displays within the hotel's premises.





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- Decoration supplied by the Hotel must remain the exclusive property of the Hotel and must not be removed.
- The use of trademarks/logos in the Hotel is only permitted if the Hotel Management has given authorization for this.
- If the event continues beyond the time stipulated, the Client will be charged a fee for the hire of the room according to the Hotel's valid price hire list
- If the number of participants increase or decrease in relation to the original reservation, the Hotel reserves the right to transfer the event to a room which size accommodates the revised number of clients.
- For any banners or signboards, kindly submit a sample/artwork to the Hotel for reference. The Hotel can refuse any banner, backdrop or signage that are brought in without prior approval from the Hotel or that those items do not conform to regular standards of the Hotel.
- The client shall be allowed to put up any displays notices or advertisements upon any part of the Hotel premises with the written permission of the Hotel.
- **Fastening, fastening and attaching drapes in the wall & ceiling or any architectural part in the hotel is strictly not allowed, any report damages and destruction within the hotel premise, the client and supplier will be charged at minimum of Php20,000.00 or depending on the cost of damage.**
- Should you elect to utilize outside contractors or subcontractors on the hotel premises during your event, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify the hotel of your intention to use such providers at least thirty (30) days in advance of your event.
- All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing before they will be allowed to provide services on Hotel premises.

LIABILITY:

- The Client will pay the Hotel for every incidence of loss or damage which occurs in any part of the Hotel complex or of any property or equipment belonging to the hotel by the client or related persons. This includes and not limited to meeting folders, organizer's stationery kits, flipcharts, projectors, projection screens, hotel furniture and furnishings, etc.
- When equipment such as audio visual equipment, p/a systems, computers, laptops and projectors, etc., are brought in, the client is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection.
- The Hotel does not take responsibility for any loss or damage to the property of the Client, or related persons, which has occurred on the premises of the Hotel. In case of loss or damage to property, the Hotel Management must be notified as soon as this fact is discovered.
- It shall at all times be the responsibility of the client to check and verify invitations and/or admission tickets in order to appropriately identify attendees if applicable.
- Any fire exit signs, fire exits and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises.
- No unlawful activities may be conducted within the hotel premises.

FORCE MAJEURE:

Failure (in whole or in part) or delay on the part of **LIMKETKAI LUXE HOTEL** or the client **DEPARTMENT OF BUDGET AND MANAGEMENT** in the performance of any of the obligations imposed upon such parties hereunder shall be excused and such parties shall not be liable for damages or otherwise on account thereof, when such failure or delay is the direct or indirect result of any of the following causes affecting the hotel and which renders the reservation impossible to conduct in the reasonable business judgment of **LIMKETKAI LUXE HOTEL** (each a Force Majeure Event): acts of God, such as hurricanes, earthquake, tornadoes, strong typhoon, fire or flood, malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, labor disturbance, public enemy, war (declared or undeclared), compliance with any governmental law, regulation, order, rule, recommendation, request or suggestion of government (foreign or domestic) acting under claim or color of authority.



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VII. CONFIRMATION

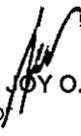
If a signed copy of your contract will not be received on or before August 10, 2023 the hotel reserves the right to release all accommodation and hotel space tentatively held. Any alterations to arrangements detailed in this contract must be agreed in writing by the hotel.

The general terms and conditions for the events are considered part of this contract.

LIMKETKAI LUXE HOTEL
Cagayan de Oro City

DEPARTMENT OF BUDGET AND MANAGEMENT
Manila City


MA. NINA MENDOZA
Asst. Sales Manager


MARY JOY O. DE LEON
Director


JEROME DELA FUENTE
General Manager